

# Agency Conversion to Central Security Transition Checklist

Please review checklist and ensure all tasks are completed prior to your agency's conversion to Central Security. Send all information to [HRMSSecurity@dop.wa.gov](mailto:HRMSSecurity@dop.wa.gov).

- ☐ Provide an Agency Contact list by **mm/dd/yy**.
  - Two or more Contacts for each category:
    - Security Contact Authorizer
    - Security Requestor
    - ESS Distribution
  - See attached HRMS Central Security Agency Contact Responsibilities for details
  - The Security Requestors need to attend a training class on new Centralized Security processes
- ☐ Agencies desiring the new HRMS Security Reporting role need to provide a list of employees by **mm/dd/yy**.
  - Include Name, Personnel Number and Position Number
  - The Security Reporting users need to attend a training class on new Security Reporting role
- ☐ Designate one or two employees to work with HRMS Central Security on position/role review
  - Include Name, Phone Number and Email address
  - Recommendation: These employees would be good choices for agency Security Requestors.
- ☐ Review roles on positions (HCM) and accounts (BI) of all your professional users by **mm/dd/yy**.
  - DOP will provide a list of your agency's positions that have professional roles
  - For non SSO agencies, DOP will provide last date of logon for professional users
  - Check the following for each professional user account:
    - Verify the position has the correct agency data profile role assigned?
    - Verify the position has the correct roles for its duties?
    - Verify the user needs HCM and BI access or BI only access?
    - Review the users who have not logged in to the system in last 12 months
- ☐ Send communication to agency employees about changes to ESS/HRMS Security Administration
  - See attached Conversion Communication document
- ☐ Update e-mail addresses into employee Infotype (IT) 0105 Communication record
  - DOP will provide the list of your agency employees IT 0105 Communication records in HCM
  - For employees without an IT 0105 Communication e-mail record, agency should choose one of the following options to update the records:
    - Input the IT0105 Communication record in HCM for each employee **OR**
    - Have your employees enter their e-mail address through ESS
- ☐ Provide a list of non standard (not .wa.gov) e-mail addresses if your agency uses a non standard Washington State e-mail domain (such as .com .org etc) by **mm/dd/yy**.
- ☐ Attend training for Security Requestors by **mm/dd/yy**.
- ☐ Attend training for Security Reporters by **mm/dd/yy**.

---

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Submit Completed Checklist to the HRMS Central Security by mm/dd/yy.**